

SAMPLE FINAL FOLLOW-UP NOTICE

CERTIFIED MAIL  
RETURN RECEIPT REQUESTED

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
FISH AND WILDLIFE SERVICE  
FINAL FOLLOW-UP NOTICE

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Date\_\_\_\_\_ Bill Number:\_\_\_\_\_

Principal Amount: \$ \_\_\_\_\_

\_\_\_\_\_ %Interest Accrued to: \$ \_\_\_\_\_

Administrative Charges: \$ \_\_\_\_\_

\_\_\_\_\_ % Penalty Accrued to: \$ \_\_\_\_\_

TOTAL AMOUNT DUE: \$ \_\_\_\_\_

Our records show you still have an outstanding debt. We have no record of either a repayment agreement or a response from you as to reasons for non-settlement of the outstanding balance.

We are concerned that you have not acted to resolve this matter because we are required under the Federal Government's "Debt Collection Act of 1982" to initiate action to recover this debt as checked below.

- \_\_\_\_\_ Collect through Deductions from pay.
- \_\_\_\_\_ Collect through Administrative offset.
- \_\_\_\_\_ Disclose debt to a Consumer/Commercial Credit Reporting Agency.
- \_\_\_\_\_ Refer claim to a Debt Collection Agency.
- \_\_\_\_\_ Refer claim to the General Accounting office.
- \_\_\_\_\_ Refer claim to the Department of Justice to take legal action.

See attached notice (s) for your rights under this action (s).

We assume that none of these options is desirable to you. However, if we do not hear from you immediately, we regrettably must initiate the appropriate action(s).

Please help us to avoid this action by contacting \_\_\_\_\_ at the telephone number noted below. We will be more than happy to arrange an extended payback period if the bill cannot be repaid in one lump sum.

U.S. FISH AND WILDLIFE SERVICE  
Finance Center: (303)\_\_\_\_\_  
P. O. Box 272060  
Denver, CO 80227

cc: Regional Finance officer

SAMPLE  
OPTIONAL ATTACHMENT

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UNITED STATES  
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NOTICE OF INTENT OF REFERRAL TO A DEBT COLLECTION AGENCY

WE ARE PROVIDING YOU NOTICE THAT YOUR DEBT IS OVERDUE. IF PAYMENT IS NOT RECEIVED OR ARRANGEMENTS MADE FOR PAYMENT WITHIN 30 DAYS FROM THE RECEIPT OF THIS NOTICE, WE INTEND TO REFER YOUR DELINQUENT DEBT TO A DEBT COLLECTION AGENCY.

NOTE: THE COST OF USING A DEBT COLLECTION AGENCY WILL BE ADDED TO YOUR DEBT. THE COST IS APPROXIMATELY 25 PERCENT TO 40 PERCENT OF YOUR DEBT.

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NOTICE OF INTENT TO COLLECT THROUGH ADMINISTRATIVE OFFSET

WE ARE PROVIDING YOU NOTICE THAT WE ARE INITIATING ACTIONS TO COLLECT YOUR  
DELINQUENT DEBT THROUGH ADMINISTRATIVE OFFSET WITH \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

YOU HAVE THE FOLLOWING RIGHTS:

1. AN OPPORTUNITY TO INSPECT AND COPY OUR RECORDS RELATING TO THE DEBT.
2. AN OPPORTUNITY FOR THE REVIEW WITHIN THE AGENCY OF THE DEBT DETERMINATION.
3. AN OPPORTUNITY TO ENTER INTO A WRITTEN AGREEMENT WITH THE HEAD OF THE  
AGENCY OR HIS DESIGNEE FOR THE REPAYMENT OF THE AMOUNT OF THE DEBT.

YOUR RESPONSE MUST BE RECEIVED WITHIN 10 DAYS FROM THE RECEIPT OF THIS NOTICE TO  
AVOID THE INITIATION OF THIS COLLECTION ACTION.

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NOTICE OF INTENT OF COLLECTION THROUGH DEDUCTIONS FROM PAY

WE ARE PROVIDING YOU NOTICE THAT YOUR DEBT IS OVERDUE. IF PAYMENT IS NOT RECEIVED OR ARRANGEMENTS MADE FOR PAYMENT WITHIN .30 DAYS OF THIS NOTICE, WE INTEND TO INITIATE PROCEEDINGS TO COLLECT THE DEBT THROUGH DEDUCTIONS FROM YOUR PAY.

YOU HAVE THE FOLLOWING RIGHTS:

1. AN OPPORTUNITY TO INSPECT AND COPY OUR RECORDS RELATING TO THE DEBT.
2. AN OPPORTUNITY TO ENTER INTO A WRITTEN AGREEMENT WITH US CONCERNING THE EXISTENCE OF THE AMOUNT OF THE DEBT AND THE TERMS OF THE REPAYMENT SCHEDULE IF ESTABLISHED OTHER THAN BY WRITTEN AGREEMENT.
3. A HEARING WILL BE GRANTED IF A PETITION FOR A HEARING IS FILED ON OR BEFORE THE 15TH DAY FOLLOWING RECEIPT OF THIS NOTICE. COLLECTION PROCEEDINGS WILL CEASE UPON RECEIPT OF PETITION FOR HEARING.